



Housing Opportunities **for** **Persons with AIDS** **Instructions and Application**

Federal Award Number: WVH15-F999
CFDA Number: HUD 14.241

West Virginia Department of Commerce
Office of Economic Opportunity
700 Washington Street East, 4th Floor
Charleston, WV 25301

Application Submission Timeline	
Application Released	April 17, 2015
Technical Assistance Call 1	April 24, 2015
Letter of Intent to Apply Due	April 29, 2015
Application Submittal Deadline	May 22, 2015
Notification of Approval	June 15, 2015
Grant Agreement to Subrecipients	July 1, 2015



Funded By the US Department of Housing and Urban Development

Housing Opportunities for Persons with AIDS

Application Checklist

Checklist Must Be Completed and Submitted with Application

Name of Subrecipient: _____

An unbound application and one copy must be received by OEO by Friday, May 22, 4 p.m. The application should include this Application Checklist followed by each item in the order that it appears on the checklist.

Unless otherwise specifically noted, all applicants must submit all of the following:

- ☐ Application Checklist
- ☐ Program Application Cover Sheet (Appendix A)
- ☐ Narrative
 - ☐ Agency Narrative
 - ☐ Pass-Through Entity Additional Narrative (**Pass-Through Entities Only**)
 - ☐ Program Narrative
- ☐ Budget Cover Sheet (Appendix B)
- ☐ Detail Line Item Budget (Appendix C)
- ☐ Pass-Through Budget Summary (**Pass-Through entities Only**) (Appendix D)
- ☐ Attachment A – Organizational Documents
 - ☐ West Virginia Business License
 - ☐ Most Recent Audit
 - ☐ Proof of SAM Registration
 - ☐ Organizational Chart
 - ☐ 501 (c) (3) Determination Letter
- ☐ Unbound Original and Unbound One Copy

By submitting this application, I certify that this agency meets all eligibility requirements.

Signature of Authorized Official

Date

Printed Name of Authorized Official/Title

Section One: OVERVIEW

A. INTRODUCTION

1. The Housing Opportunities for Persons with AIDS (HOPWA) Program, established by the AIDS Housing Opportunity Act, is the only Federal program dedicated to the housing needs of people living with HIV/AIDS. Under the HOPWA program, HUD makes grants to local communities, states, and nonprofit organizations for projects that benefit low-income persons living with HIV/AIDS and their families.

HOPWA funding is flexible and supports a wide range of eligible housing activities and support services so that grantees may customize programs based on community housing and service needs, special sub-populations served, and other available public and private resources. Persons living with HIV/AIDS confront unique barriers to accessing housing, care, and services. These challenges are compounded by experiences of housing discrimination, stigma, or limited local affordable housing options, and often jeopardize an individuals' chances of remaining stably housed. Research consistently shows that housing is a critical component of HIV care and prevention systems. By providing assistance with housing and related services, the HOPWA program helps people living with HIV/AIDS to enter into housing, access and remain in care, and adhere to complex treatment regimes.

"Stable housing made possible with HUD support provides an ideal platform for delivering a wide variety of health and social services to improve health, education and economic outcomes. Through partnerships at the federal, state and local levels, HUD will utilize its housing platform...to improve the quality of life of its residents (and) utilize HUD assistance to improve housing stability through supportive services for vulnerable populations, including the elderly, people with disabilities, homeless people, and those individuals and families at risk of becoming homeless." Promoting Partnerships to Utilize Housing as a Platform for Improving Quality of Life, HUD Notice, September 2011

B. PURPOSE OF PROGRAM

1. The purpose of the HOPWA program is to provide housing assistance and supportive services for low-income persons medically diagnosed with HIV/AIDS and their families, who are homeless, at risk of homelessness, or unstably housed. The program provides housing and other support to help the most vulnerable households with multiple health and life challenges to achieve housing stability. HOPWA supportive housing also serves as a cost-effective housing intervention that increases access to care, reduces emergency care costs, and improves life outcomes for beneficiaries.

C. PROGRAM DESCRIPTION

1. The Office of Economic Opportunity (OEO) administers the HOPWA allocation in West Virginia as a Grantee of HUD, and in compliance with the AIDS Housing Opportunity Act and other federal requirements.

2. The HOPWA program is designed to meet the needs of the most vulnerable citizens of the State, and resources will be allocated to those providers with the best outcomes for those they serve.
3. Program emphasis should be placed on providing adequate assessment of program participant's housing barriers with a focus on stabilizing their housing as soon as possible. The overall goal of the HOPWA program is that 80% of those assisted with HOPWA housing assistance are stably housed at the end of the program year.
4. HOPWA program participants should be connected with other mainstream resources to assure the greatest impact with the least amount of HOPWA funds used, since there are rarely sufficient funds to serve all persons who meet eligibility. Communities must prioritize the use of funds.
5. All funded HOPWA project sponsors are expected to develop, with the input of each program participant, an individualized housing plan.
6. Program emphasis should be placed on successfully coordinating services for program participants so that each person served has contact with a case manager and a primary health care provider, and can access and maintain medical insurance/assistance and sources of income.

D. GENERAL HOPWA PROGRAM GUIDANCE

1. The HOPWA program is a reimbursement program. It is OEO's expectation that applicants have the cash on hand to provide services such as Short-Term Rent, Mortgage, and Utility and Tenant Based Rental Assistance.
2. Housing-related costs should be at least 60% of the applicant's budget.
3. Administration costs cannot be greater than 7% of the combined activities budget.
4. A program participant's HIV status diagnosis must be made by a health professional competent to make such a determination, and documented in the participant's file.
5. A program participant's income must be documented. Program participant's income must be at or below 80% of the current AMI. The 2015 AMI can be found here:
<http://www.huduser.org/portal/datasets/il/il15/index.html>
6. All facilities and housing units where program participants are housed with HOPWA assistance must meet basic habitability standards. This documentation must be included in all program participants' files.
7. Unallowable costs include personal items such as clothing; property taxes and condominium fees (except when they are included in the mortgage payment); furniture (except for facility-based housing funded under facility operations); grooming; personal vehicle maintenance and repairs; financial assistance and consumer credit payments; entertainment activities; pets; and other non-housing related costs.

8. Fair Housing Requirements:

a. The Project Sponsor must

- 1) Conduct business and provide emergency housing from a barrier-free facility, or make a reasonable accommodation for persons with impaired mobility;
- 2) Maintain and continuously update a listing of Fair Housing Resources and place the fair housing logo on all materials relating to their housing programs;
- 3) Designate an individual as the fair housing contact person who will be available during business hours.

b. Fair housing contact person must

- 1) Maintain a running log to record fair housing issues, complaints and distribution of fair housing materials according to program requirements.
- 2) Respond to all fair housing issues and/or complaints in accordance with program requirements.

E. GENERAL GOALS AND OBJECTIVES

1. OEO expects all applicants to structure programs using a targeted approach which facilitates coordination with all local, state, and federal programs to strengthen both program participants and the HOPWA program. Applicants must demonstrate community collaboration.
2. All successful applicants must:
 - a. Clearly state the need for the services in their area and provide data to support the need (such as HMIS data on outcomes, numbers served in the past year within a similar program, wait list data, and unmet need).
 - b. Provide housing assistance and appropriate support services to enable low-income individuals with HIV/AIDS to remain in their homes and to reduce their risks of homelessness.
 - c. Improve access to health care and other supportive services for individuals with HIV/AIDS.

Section Two: AWARD INFORMATION

A. FUNDING AVAILABLE

1. Grant Agreements will be awarded on a competitive basis following evaluation of all eligible applications according to the rating factors described in *Section Four: Application and Submission Information*. OEO anticipates multiple awards to be made with this funding. Total funding available for this project (s) is \$ 334,018.

2. The start date for this award is July 1, 2015. The period of performance is July 1, 2015 to June 30, 2016.
3. Subrecipients may not obligate funds, incur expenses, or otherwise implement program services prior to execution of a legal agreement with OEO, or a letter to proceed.

Section Three: ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

1. Non-profit agencies are eligible applicants for HOPWA funding. In this application, the term applicant will include two separate groups – *project sponsors* and *pass-through entities*, plus a hybrid group of *project sponsors that also act as a pass-through entity* for other project sponsors.
 - a. **Project sponsor** is the term used in HOPWA for the organization that actually provides services to individuals with HIV/AIDS, and their families, that are homeless or at-risk of being homeless.
 - b. **Pass-through entities** receive federal funds—either directly from the federal government, or from another pass-through entity – and subaward those funds to an organization [subrecipient] actually performing the work.
 - c. **Subrecipient** is the federal term for all non-federal organizations that receive federal funds to carry out a federal purpose, but receive those funds indirectly, such as through a state agency. All successful HOPWA applicants, whether project sponsors, pass-through entities or both, will be subrecipients.
2. Every entity that receives federal funds – project sponsor, pass-through entity, or an agency that does both – has fiduciary and contractual obligations to
 - a. Use federal funds to provide the allowable services;
 - b. Be able to track those funds and expenditures in compliance with federal grant requirements; and
 - c. Have in place an adequate financial system supported by robust internal controls and financial oversight.
3. In addition, non-profits acting as a **pass-through agency** must have systems in place to perform these added duties:
 - a. Issue grant awards that fully disclose to their subrecipient:
 - 1) Federal Award Identification;
 - 2) All requirements imposed so that the Federal award is used in accordance with Federal statutes, regulations, and terms and conditions;
 - 3) Any additional requirements the pass-through imposes in order to meet its own responsibility to the Federal awarding agency;
 - 4) Indirect cost rate of the subrecipient;
 - 5) Requirement that the subrecipient permit the pass-through or its auditors to have access to subrecipients records and financial statements; and

- 6) Terms and conditions concerning the closeout of the subaward.
 - b. Evaluate each subrecipient's risk of non-compliance with Federal requirements for the grant;
 - c. Monitor the activities of the subrecipient to ensure the funds are used for authorized purposes, in compliance with Federal statutes, and are achieving the subaward performance goals;
 - d. Verify that every subrecipient is audited as required if the subrecipients' Federal awards exceed the audit requirement threshold; and
 - e. Assume full responsibility for reporting to OEO.
4. Eligible applicants must:
- a. Be non-profits and must be current on 990 filings. Applicants with outstanding audit finding, IRS findings or other federal or state non-compliance issues, are not eligible to apply;
 - b. Be in compliance with HOPWA guidelines and applicable state and federal policies and procedures, including compliance with federal and state non-discrimination laws;
 - c. Have established accounting practices including internal controls, fiscal accounting procedures and cost allocation plans, and be able to track agency and program expense by revenue source;
 - d. Submit, as part of this application, the applicant's and project sponsors' West Virginia Business License and IRS 501(c)(3) determination letter;
 - e. Be able to demonstrate prior experience serving individuals and families with HIV/AIDS and those at-risk of, or currently experiencing homelessness;
 - f. Certify that they will fully utilize the Homelessness Management Information System (HMIS).

B. ELIGIBLE ACTIVITIES

1. Eligible activities are intentionally focused on housing—either financial assistance to help pay for housing, or services designed to keep people in housing or obtain housing. This assistance is not intended to provide long-term support for program participants, nor will it be able to address all of the financial and supportive services needs of households that affect housing stability. Rather, assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping participants develop a plan for preventing future housing instability. See the Federal Code references below, or Office of HIV/AIDS Housing's HOPWA Rental Assistance Guidebook <https://www.hudexchange.info/resources/documents/HOPWARentalAssistanceGuidebook.pdf>
 - a. **Operations (for Community Residences):** See 24 CFR 576.340 A community residence is a multi-unit residence designed for eligible persons to provide a lower cost residential alternative to institutional care; to prevent or delay the need for such care; to provide a permanent or transitional residential setting with appropriate services to enhance the quality of life for those who are unable to live independently; and to enable such persons to participate as fully as possible in community life. Operation activities may include:
 - 1) Maintenance,
 - 2) Security,

- 3) Insurance,
- 4) Utilities,
- 5) Furnishings,
- 6) Equipment,
- 7) Supplies, and
- 8) Other incidental costs.

b. Short-Term Rent Mortgage and Utility (STRMU): See 24 CFR 574.330. STRMU includes facilities to provide temporary shelter to eligible individuals as well as rent, mortgage, and utilities payments to enable eligible individuals to remain in their own dwellings. Security deposits and first month's rent is not an eligible activity under STRMU but may be paid with Permanent Housing Placement funds. If STRMU is used, the following additional standards apply:

- 1) Short-term supported housing facility may not provide residence to any individual more than 60 days during any six month period;
- 2) Rent, mortgage, and utilities payments to prevent homelessness may not be provided for a period of more than 21 weeks in any 52 week period;
- 3) A short-term supported facility may not provide shelter or housing at any single time for more than 50 families or individuals;
- 4) A short-term supported facility must, to the maximum extent possible, provide each individual living in such housing the opportunity for placement in permanent housing, or in a living environment appropriate to his or her health and social needs;
- 5) Supportive services should be available to all program participants;
- 6) Each individual assisted may receive case management services from appropriate social service agencies;
- 7) The amount of grant funds used to pay monthly assistance of an eligible person may not exceed the difference between the lower of the rent standard or reasonable rent for the unit and the resident's rent payment calculated under 274.310(d);
- 8) The rent standard shall be established by the Grantee and shall be no more than the published HUD fair market rent or the HUD-approved community-wide exception rent for the unit size. (In extraordinary circumstances, and with prior approval by OEO, project sponsors may increase that amount by up to 10% for up to 20% of the units assisted statewide);
- 9) The rent charged for a unit must be reasonable in relation to rent currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units;
- 10) In a shared housing arrangement the rent charged for an assisted family or individual shall be in relation to the size of the private space for that assisted family or individual in comparison to other private space in the shared unit, excluding common space. An assisted family or individual may be assigned a pro rata portion based on the ratio derived by dividing the number of bedrooms in their private space by the number of bedrooms in the unit;
- 11) Participation in shared housing arrangements shall be voluntary.

c. **Tenant Based Rental Assistance (TBRA):** See *24 CFR 574.300*. TBRA funding is provided to an eligible individual and the individual selects a housing unit of their choice. If the individual moves out of the unit, the contract with the owner ends, and the individual can move with continued assistance to another unit. TBRA is portable and moves with the individual. If TBRA is used, the following additional standards apply:

- 1) The amount of grant funds used to pay monthly assistance of an eligible person may not exceed the difference between the lower of the rent standard or reasonable rent for the unit and the resident's rent payment calculated under 274.310(d);
- 2) The rent standard shall be established by the Grantee and shall be no more than the published HUD fair market rent or the HUD-approved community-wide exception rent for the unit size. (In extraordinary circumstances, and with prior approval by OEO, project sponsors may increase that amount by up to 10% for up to 20% of the units assisted statewide);
- 3) The rent charged for a unit must be reasonable in relation to rent currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units;
- 4) In a shared housing arrangement the rent charged for an assisted family or individual shall be in relation to the size of the private space for that assisted family or individual in comparison to other private space in the shared unit, excluding common space. An assisted family or individual may be assigned a pro rata portion based on the ratio derived by dividing the number of bedrooms in their private space by the number of bedrooms in the unit;
- 5) Participation in shared housing arrangements shall be voluntary.

d. **Housing Information:** See *24 CFR 574.300*. Housing information activities include, but are not limited to;

- 1) Counseling, information, and referral services to assist an eligible person to locate, acquire, finance and maintain housing.
- 2) Fair housing counseling for persons who encounter discrimination while seeking housing.

e. **Permanent Housing Placement:** See *24 CFR 574.300*. HOPWA funds may be used to pay for the costs of security deposits and first month's rent.

f. **Support Services:** See *24 CFR 574.300*. The HOPWA program emphasizes enhanced, coordinated delivery of services to program participants using multiple funding streams such as mainstream resources for employment, income support, education, etc. Eligible support services are those that serve to help program participants maintain stable housing. Support services activities include, but are not limited to;

- 1) Adult day care and personal assistance,
- 2) Alcohol and drug abuse services,
- 3) Case management,
- 4) Child Care and other child services,

- 5) Education,
- 6) Employment assistance and training,
- 7) Health/medical/intensive care services, if approved. Note: Program participant records must conform with *24 CFR 574.310*;
- 8) Legal services;
- 9) Life skills management (outside of case management);
- 10) Meals/nutritional services;
- 11) Mental health services;
- 12) Outreach,
- 13) Transportation.

g. Administration: Administrative costs are limited to 7% of a subrecipient's combined activities budget and may be used for administrative activities such as:

- 1) Administrative services performed under third party contracts or agreements, including general legal services, accounting services, and audit services;
- 2) Other costs for goods and services required for the administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space;
- 3) Staff salaries, wages, and related costs of staff engaged in eligible program administration activities;
- 4) Audit costs for only those pro-rated costs associated with any federal required Single Audits.

C. GRANT PERFORMANCE

1. The successful applicant will enter into an agreement with OEO for services to be performed. The term of this grant is July 1, 2015 through June 30, 2016. Dates are predicated on the availability of funds and release from HUD.
2. To ensure program effectiveness and the best outcomes for program participants, OEO funding decisions may take into consideration Subrecipient performance, including but not limited to:
 - a. Progress in meeting projected program goals and outcomes;
 - b. Timely and accurate reporting; and
 - c. Effective and timely use of all available resources to meet the HOPWA goals and outcomes.
3. OEO reserves the right to terminate the grant agreement prior to the expiration of the performance period for non-compliance and/or non-performance. In that event, OEO may solicit applications for another provider to serve the area.

Section Four: APPLICATION AND SUBMISSION INFORMATION

A. CONTENT AND FORM OF APPLICATION

1. **Application Checklist** – The Application Checklist must be completed, signed, and submitted at the beginning of the Housing Opportunities for Persons with AIDS Application.
2. **Program Application Cover Sheet** - The Housing Opportunities for Persons with AIDS Program Application Cover Sheet must be completed by every applicant. See **Appendix A** for form.
3. **Application Narrative** - All applications determined to be on-time and complete will be subsequently forwarded to the grant review team which will score the application narrative consisting of three (3) sections. Applicants must use 12 pt. Calibri or Times New Roman font, single line spacing, and one (1) inch margins. Page numbers must be included as a footer.
 - a. **Agency Narrative** – REQUIRED OF ALL APPLICANTS – This narrative describes your agency and its ability to manage a federally-funded homelessness program. Applicant must clearly address each item below:
 - 1) Briefly describe your organization, mission, programs and services currently offered and how the HOPWA program fits within that mission. Include experience providing services to persons experiencing or at-risk of homelessness.
 - 2) Describe the geographic area served, location of main and satellite offices, local need for services, and the estimated number of persons living with HIV/AIDS.
 - 3) Describe the background and qualifications of key personnel who will carry out the proposed project. Note any recent (within last 6 months) or anticipated (within next 6 months) changes in key personnel, either management or in the HOPWA program.
 - 4) Describe your agency's programmatic design and approach to client intake, service delivery, data collection and HMIS reporting. Include all applicable service partnerships and collaborative efforts regarding same.
 - 5) Describe the agency's financial management system and internal controls. What systems are in place to segregate income and expenses by grant? For individuals working on multiple programs or projects, how and when is payroll allocated? How and when are other shared costs allocated?
 - 6) What other resources do you expect to leverage in conjunction with HOPWA-funded activities to assist individuals with HIV/AIDS and their families? Include cash resources and in-kind contributions.
 - 7) Briefly describe your procedure for determining HOPWA share of administrative costs.
 - 8) Is your organization subject to A-133 audit requirement?
 - 9) Does your agency have a federally approved Indirect Cost rate? If so, what is that rate? Please attach a copy of the approval letter.

- b. ***Pass-Through Entity additional narrative*** – REQUIRED OF PASS-THROUGH ENTITIES ONLY – This narrative addresses the relationship between the pass-through agency and their project sponsors.
- 1) List the names of each project sponsor and briefly describe the geographic area that will be served.
 - 2) Describe your review of the project sponsor applications you are including with your application. Are you recommending each project sponsor unconditionally? Are you imposing additional requirements on one or more project sponsors? If so, describe the nature of the requirements and the circumstances you believe justify the qualification.
 - 3) Does your award letter to a subrecipient project sponsor include all the required information detailed in Section Three: A.3.a., beginning on page 6?
 - 4) Describe your general monitoring activities regarding your subrecipient project sponsors (review of funding requests, financial policies and procedures, compliance and effectiveness of program, etc.)
 - 5) Describe your procedures for reviewing project sponsors' audits and providing feedback. Describe your follow-up procedures to assure that all findings are addressed.
 - 6) Describe your reimbursement process for subrecipient project sponsors. Does your agency reimburse subrecipients from local funds prior to reimbursement from OEO? If so, what is the average time from receipt of a project sponsor's funding request to reimbursement? If not, what is the average time from receipt of funds from OEO to reimbursement of the project sponsor?
- c. ***Program Narrative*** – REQUIRED OF PROJECT SPONSORS – This narrative addresses the specifics of services provided to program participants using HOPWA funding
- 1) Describe your agency's goals for this program year: number of individuals, families and total individuals you anticipate serving. If funded last year what were your goals? Were they met? If not, please describe the problems you identified, lessons learned and changes you have implemented.
 - 2) Based upon your numerical goals described in question 1 above, how many participants will receive STRMU? How many participants will receive TBRA? How many participants will receive facility-based housing? Describe your procedure for determining the appropriate housing support.
 - 3) Describe barriers encountered in your community for individuals with HIV/AIDS in achieving stable housing and receiving comprehensive health care. What actions does your agency take to respond to those barriers?
 - 4) What particular experience and strengths does your agency bring to address the needs of low-income individuals with HIV/AIDS, and their families?
 - 5) Describe how your agency will use HOPWA funding to assist program participants to attain stable housing. What strategies do you use to link participants to resources that will increase their ability to maintain stable housing when they exit HOPWA assistance?
 - 6) Describe how your agency will use HOPWA funding to link program participants to health care.

- 7) Describe any unique supportive service or other service delivery models or efforts you provide.
- 8) Describe your agency's participation in the local centralized or coordinated assessment system.
- 9) Describe the steps your agency takes when first encountering an individual or family experiencing homelessness in need of services. Describe your agency's intake processes, and how they are standardized. Do you schedule appointments or see prospective program participants as they present?
- 10) How does your agency prioritize resources to assist those in greatest need?
- 11) Describe your method of developing an individualized housing plan for each program participant. Specifically describe all aspects of direct service, referrals and follow up.
- 12) Describe the HOPWA-related services your agency will provide directly
- 13) Describe those services and resources for which you refer participants to other agencies. Include a description of the network of public and private agencies with which you have formal collaborative agreements and how they assist in successful outcomes for your program participants.
- 14) Describe how your agency tracks the program participant's housing status once HOPWA assistance has ended.

4. Detail Line Item Budget – REQUIRED OF ALL APPLICANTS asking for HUD funding. See *Appendix C* for form. Budget categories are as follows:

- a. Operations (for Community Residences)
 - 1) Personnel
 - 2) Fringe Benefits
 - 3) Operating and other non-personnel costs
- b. Short-Term Rent, Mortgage and Utilities (STRMU)
 - 1) Personnel
 - 2) Fringe Benefits
 - 3) STRMU payments and other non-personnel costs
- c. Tenant Based Rental Assistance (TBRA)
 - 1) Personnel
 - 2) Fringe Benefits
 - 3) Rental Subsidy costs
- d. Housing Information
 - 1) Case Management/Positions
 - 2) Fringe Benefits
 - 3) Financial Assistance/Services
- e. Permanent Housing Placement
 - 1) Personnel
 - 2) Fringe Benefits
 - 3) Placement Assistance
- f. Supportive Services
 - 1) Personnel
 - 2) Fringe Benefits

- 3) Non-personnel assistance costs
- g. Administrative Costs

5. **Pass-Through Budget Summary** – REQUIRED OF PASS-THROUGH ENTITIES ONLY – The purpose of this form is to summarize in one document the combined budgets of agencies represented in the Pass-Through entity's application. This includes the Pass-Through entity's budget (first column) and each of their Project Sponsor subrecipients in subsequent columns, with the total budget for the entire application at the end. See **Appendix D** for form.
6. **Attachment A: Organizational Documents** – REQUIRED OF ALL APPLICANTS – Please attach the following documents at the end of the application as **Attachment A:**
 - a. West Virginia Business License
 - b. Most Recent Audit
 - c. Proof of SAM Registration
 - d. Organizational Chart
 - e. 501 (c) (3) Determination Letter

B. TIMELINES

1. **Intent to Apply** - Prospective Subrecipients must submit a letter stating their intent to apply no later than **April 29, 2015**. Letters of intent should include the subrecipient agency name; list of project sponsor(s), if applicable; counties to be served; and services to be provided. In addition, please provide a point of contact person with their email and phone number.
2. The following is the schedule for Applicant Selection:

April 17, 2015	Application to Subrecipients
April 24, 2015	Technical Assistance Conference Call 1
April 29, 2015	Letter of Intent to Apply due
May 22, 2015	Application Submittal Deadline
June 15, 2015	Notification of Approval
July 1, 2015	Grant Agreement to Subrecipients
3. Applicants may submit their application at any time prior to the deadline. **All applications must be received by Friday May 22, 2015, 4:00 p.m. Submit by mail or in person to:**

**Julie Britton Haden
Office of Economic Opportunity
700 Washington St. East
4th Floor
Charleston, WV 25301**

C. OEO REVIEW PROCESS

1. OEO will review all complete applications received by the deadline. Late or incomplete applications will not be reviewed. Applications will be evaluated on agency documentation of meeting the following criteria:

- a. **Minimum threshold criteria:**
 - 1) Application is complete (Narrative, budget and required attachments are all included)
 - 2) Eligible Subrecipient
 - 3) Eligible activities
 - 4) Application is received on or before deadline

- b. **Organizational Capacity (maximum 35 points) – All applicants** – Based on information provided in Agency Narrative, and Detail Line Item Budget, with analysis of the relationship between the Budget and Program Narrative. Primary question for reviewers will be ‘Does the applicant agency demonstrate the ability to successfully manage a federal program and federal funding?’ Focus is on:
 - 1) Financial stability
 - 2) Management systems
 - 3) Internal Controls and financial management
 - 4) Reports and findings from audits

- c. **Federal Grant Administrative Capacity (maximum 65 points) – Pass-through entities ONLY** – Based on information provided in the Pass-Through Entity Additional Narrative. Primary question for reviewers will be, ‘Does the applicant agency demonstrate the capacity, skills and knowledge to assume the federally-required roles of oversight and monitoring of subrecipients?’ Focus is on effective oversight of subrecipients by implementing statutory, regulatory and other requirements.

- d. **Program Approach and Effectiveness (maximum 65 points) – Project Sponsors ONLY** – Based on information provided in the Program Narrative. Primary questions for reviewers is ‘Does the application describe an effective plan to provide housing assistance and related supportive services for low-income individuals living with HIV/AIDS and their families who are homeless, at risk of homelessness or unstably housed? Is it reasonable to believe that the plan described will likely result in housing stability, increased access to care and improved life outcomes for program participants?’ Focus is on:
 - 1) Clearly stated community need, coupled with activities and approaches that are likely to result in sustained positive outcomes for program participants.
 - 2) Prioritized services for those most vulnerable.
 - 3) Strengthened community networks and collaboration that will result in
 - a. Increased access to high-quality, well-managed housing and health care,
 - b. Stable housing arrangements that reduce the risks of homelessness and improve access to care.

2. For funding consideration, applicants must achieve 70 % score for each application section above. Total acceptable scores will vary based on the sections for which each applicant proposes funding.

3. Examples:
 - a. Minimum acceptable score for a stand-alone Project Sponsor applicant would be 70

points (25 of 35 possible points for Organizational Capacity, plus 45 of 65 possible points for Program Approach and Effectiveness).

- b. A Pass-Through Entity, providing no direct services, would need a minimum of 70 points (25 of 35 possible points for Organizational Capacity, plus 45 of 65 possible points for Federal Grant Administration Capacity).
- c. If the Pass Through entity is also providing direct services, the minimum scores would be 115 of a possible 165 points (adding 45 of 65 possible points for Program Approach and Effectiveness, required of every Project Sponsor.)

OEO reserves the rights to negotiate with applicants and adjust funding amounts in order to support all well-qualified applicant programs.

Section Five: TECHNICAL ASSISTANCE

A. TECHNICAL ASSISTANCE CALLS – The Office of Economic Opportunity will provide a technical assistance conference call to all applicants.

Call number is: 1-877-278-2734. When prompted, enter PIN# 668168.

- a. April 24, 2015 at 2:00 p.m.

B. QUESTIONS AND ANSWERS – HOPWA is a competitive grant. A technical assistance call is provided so that all questions can be asked and answered in a public forum. Outside of the technical assistance call, all questions must be submitted to OEO in writing, via email to Julie.B.Haden@wv.gov. Responses to any written questions will be provided via email to all agencies that have notified OEO of their intent to apply.